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TUITION ASSISTANCE PROGRAM

The Central Intelligence Agency's Tuition Assistance Program was established to assist students currently enrolled in the Student Trainee or Graduate Studies Programs and who plan to return to the Agency as staff employees following the completion of their degree requirements.

The program is designed to enhance the Agency's competitiveness with the private sector and other federal agencies and to raise the Agency's student retention rate while helping students meet the high cost of education. Eligible students will receive tuition payments of \$1000 for each semester, or \$666 for each quarter, with a \$2000 limit per program (graduate or undergraduate), provided he/she agrees to return to the Agency as a staff employee for a one-year period for each program in which tuition assistance is accepted. If a student's GPA is 3.5 or higher on a 4.0 scale, he/she will receive additional payments of \$250 per semester or \$166 per quarter for a total of \$500 per program.

Eligibility

All Student Trainee and Graduate Studies occupations qualify for tuition assistance provided the incumbents meet the following criteria:

Maintain a minimum overall undergraduate GPA of 2.75 and an overall graduate GPA of 3.0 on a 4.0 scale.

Receive sponsorship by a specific component willing to hire the student as a staff employee within 60 days following graduation.

Be enrolled at a college/university in a full-time student status (a minimum of 12 hours of coursework each semester/quarter for undergraduates and 9 hours of coursework each semester/quarter of graduates).

Undergraduate students must have completed or be completing their second work period and must have arranged to complete a third work period prior to their final semester of academic study.

Graduate students must have completed a work period as a graduate Fellow prior to receiving assistance for their final two semesters of study unless they have already served as a Student Trainee.

Sign a "Letter of Intent" to return to the Agency as a staff employee for a mandatory period of one year with a maximum of two years should a participant receive tuition assistance as both an undergraduate and as a graduate student. (A student may temporarily postpone his/her obligation to return as a staff employee if he/she continues college at the graduate level, obtains component concurrence, and is accepted into the Agency's Graduate Studies Program.)

Meet all clearance requirements for conversion to staff status.



1988 GRADUATE STUDIES PROGRAM

The Graduate Studies Program of the Central Intelligence Agency began in 1966 to attract bright graduate students to the Agency. Initially, the program focused on Chinese area and language studies, but it has gradually expanded to include students of other geographical areas, languages and academic disciplines, such as international affairs, economics, engineering, geography, cartography, and other sciences. Those students selected for the program may be entering either their first or second year of graduate studies following the internship.

Over the years, the Graduate Studies Program has proved short and long term benefits for both the students and the Agency. Graduate Fellows participate in the substantive work of the Agency and become acquainted with professional intelligence analysts. The results of the students' research are of high quality, with selected items being published and disseminated throughout the Intelligence Community. The Agency is able to assess the analytical ability and the potential of the Graduate Fellows for permanent employment. Approximately fifty percent of the participants return to staff employment upon completion of their studies and are eligible to receive tuition assistance.

To be eligible for the program, a student must be committed to attend graduate school on a full-time basis in the fall following the summer of internship, must be a citizen of the United States, and must undergo a complete background investigation and polygraph. Students interested in applying for the program should contact an Agency representative at the address or phone number listed below by 31 August. A letter should include a resume and a planned course of graduate study and should request a copy of the Agency's official application. The completed application must be returned to the representative by 15 October.

For additional information, contact:

Coordinator for Student Programs
Dept. S, Room 4N20
P.O. Box 1925
Washington, D.C. 20013
(703) 482-7303

The Agency is an equal opportunity employer.



"A Proud Beginning"

CENTRAL INTELLIGENCE AGENCY

STUDENT TRAINEE PROGRAM

The Cooperative Education Program at the Central Intelligence Agency began in 1961 to provide undergraduate students with the opportunity to gain practical work experience in combination with their academic studies.

The Central Intelligence Agency is seeking highly motivated undergraduates studying engineering, computer science, mathematics, economics, management information systems, personnel administration, physics, chemistry, graphic design, geography, non-romantic languages, architecture, and logistics.

Over the years, the Student Trainee Program has proved mutually beneficial from both a short- and long-range point of view. Initially, only students majoring in engineering were recruited for the program. Today, however, students from a wide variety of fields are given the opportunity to participate in the substantive work of the Agency and to become acquainted with professionals in the intelligence field. At the same time, the Agency is able to assess the student's potential for future permanent employment.

Student Trainees are selected from academic institutions with established cooperative education programs. Students work on an alternating semester or quarter basis and are expected to spend a minimum of three periods on the job prior to graduation. They are provided with increasingly challenging assignments which are commensurate with their academic training and their ability to assume responsibility.

In order to allow sufficient time for Agency processing, students are asked to apply four to six months prior to their availability. Students must be United States citizens, must have and maintain a minimum GPA of 2.75, and must meet the same employment standards as permanent employees. Students receive many of the same benefits as permanent employees, and their salaries are competitive with those paid in the private sector. Student Trainees are also eligible to apply for the Agency's tuition assistance program.

If you are eligible to apply for this program, please send your resume to:

The coordinator for Student Programs, Department S, Room 4N20J, P.O. Box 1925, Washington, D.C. 20013, or contact your college Cooperative Education Office.

The Agency is an equal opportunity employer.

SUMMER INTERNSHIP and TUITION ASSISTANCE PROGRAM for 1989 GRADUATES

The CIA is seeking applicants for a Career Training Internship and tuition assistance program for candidates interested in overseas operations careers with the Agency. Career Trainees are the Agency's future leaders. To be eligible

YOU MUST

- Be an American citizen
- Have a GPA of at least 3.0
- Be willing to commit yourself to at least eighteen months of service with CIA after graduation
- Be able to pass rigorous physical and security screening

IF YOU

- Graduate in 1989 (bachelor's or advanced degree)
- Have proven leadership ability and interpersonal skills
- Are good with people and can meet challenges with imagination
- Are a good writer
- Want to make a contribution to the security of the United States

WE HAVE

- An eight-week paid Career Trainee Internship in the summer of 1988 to introduce you to CIA and its programs.
- A generous tuition assistance program for your last year of study.
- An exciting and rewarding career, with a job waiting for successful candidates when they graduate.

TO APPLY

The deadline for taking the entrance examination, a requirement for application, is 3 October 1987. Applications must reach our Headquarters not later than 2 November 1987. **No late applications will be considered.** Interested candidates should call the following number for further information:

(703) 351-2141

Central Intelligence Agency
An Equal Opportunity Employer





"Education, A Route To Success"

CIA Undergraduate Scholar Program

Can you meet the challenge? Are you a student, particularly a minority or disabled student, planning to enroll in a four/five year college program and thinking of becoming a Computer Scientist, Cartographer, Engineer (EE, ME), Mathematician, Economist, Physicist, Linguist, Accountant, Imagery Scientist, or Political Analyst? If so, the Central Intelligence Agency just might have that special program and career position for you.

As a Student Scholar with the Agency, you will have an opportunity to work at the edge of our nation's intelligence support effort by providing U.S. policymakers with facts and analysis on a broad array of international issues. You will have an opportunity to help develop and maintain highly technical and "state of the art" programs focused on issues of vital importance to our national interests. You will be directly involved in substantive, challenging, and meaningful work assignments commensurate with your academic training.

To qualify for this program, Student Scholars must have a financial need for tuition assistance, be U.S. citizens, have a 2.75/4.0 high school GPA and meet the same employment standards as permanent employees. All Student Scholars are required to maintain full time college status and a 2.75/4.0 GPA, work each summer at an Agency facility and agree to continue employment with the Agency for a period of 1 1/2 times the length of college training after graduation.

Selected Student Scholars will be provided a yearly salary and up to \$10,000 per school year for tuition, fees, books, room and board. The Agency will pay the cost of transportation between school and the Agency and assist you in finding housing during your work period.

If you are eligible for this program and wish to apply, submit your high school transcript, ACT or SAT score, recommendation from a high school official, and a brief essay on your career or personal goals to:

Central Intelligence Agency
Office of Equal Employment Opportunity
Undergraduate Scholar Program
Washington, D. C. 20505
Phone collect - (703) 351-2316

In order to allow sufficient time for Agency processing, students are asked to apply as early as possible prior to the beginning of their first semester in college.



CIA Undergraduate Scholar Program Precepts

1. *Objective.* The CIA Undergraduate Scholar Program has been established to attract and retain individuals, particularly minority and where possible, disabled high school students, and have their undergraduate education funded by the Agency. These students must plan to enroll, or already be enrolled in a fully accredited four/five year college or university, and have demonstrated an ability to successfully develop skills critical to the mission of the Agency. These occupational skills include Engineering (EE, ME), Computer Science, Mathematics, Economics, Physics, Cartography, non-romance languages, and Imagery Science.

2. *Authorities.* Intelligence Authorization Act for Fiscal Year 1987 (Sections 505 and 506 of H.R. 4759).

3. *Selection Process.* Applicants for the CIA Undergraduate Scholar Program must successfully complete medical and security screening including a polygraph examination.

4. *Selection Criteria.* To be considered and retained in this program, an applicant must:

a. Have strong academic potential as indicated by high school faculty and staff recommendations; high school transcripts; tests, such as SAT or ACT results and specific placement tests; interviews; and appropriate Agency review.

b. Have interest in and aptitude for critical skills such as Engineering (EE, ME), Economics, Computer Science, Mathematics, Economics, Accounting, Physics, Cartography, non-romance languages, and Imagery Science.

c. Have high school academic performance at or above 2.75 GPA level based on a 4.0 grade system.

d. Have a minimum SAT score of 900 or ACT score of 18-20.

e. Have a financial need for tuition assistance.

5. *Student Obligations.* An individual who is selected for this program must agree in writing:

a. To maintain full-time academic status (12 credit hours per semester) with a minimum 2.75/4.0 GPA.

b. To continue in the service of the Agency for the period of the assignment and to complete the educational course of training for which he/she is assigned and enrolled;

c. Upon graduation (within 60 calendar days) join the Agency as a full-time staff employee for a period of one-and-a-half years for each year of Agency academic sponsorship. For the normal undergraduate curriculum of four 8-month school years, this would amount to 48 months;

d. To reimburse the United States government for the total cost of education (excluding the employee's pay and allowances) if, prior to the employee's completing the educational course of training, the employee's employment with the Agency is terminated either by the Agency due to misconduct by the employee or by the employee voluntarily; and

d. To reimburse the United States government if, after completing the educational course of training for which the employee is assigned, the individual's employment with the Agency is terminated either by the Agency due to misconduct by the employee or by the employee voluntarily, prior to the employee's completion of the service obligation period described in the subparagraph (b) above. The reimbursement will be in an amount equal to the total cost of the educational expenses (excluding the employee's pay and allowances) provided to the employee.

6. *Responsibilities.* Work at an Agency facility for a minimum of 90 calendar days during summer breaks between academic school years and during other periods acceptable to the employee and the Agency.

a. The Director of Personnel:

(1) Is responsible for the appointment, retention or dismissal of the participants, and for other actions related to the CIA Undergraduate Scholar Program; and

(2) Will establish the compensation scale and criteria for this program.

(3) Will designate the Director, Office of Equal Employment to act as Undergraduate Scholar Program Administrator.

The Undergraduate Scholar Program Administrator:

(a) Will be responsible for monitoring student progress and determining and certifying their eligibility for promotion;

(b) Will, along with representatives from the students' office of assignment, provide counseling and coordinate summer employment assignments for program participants; and

(c) Will contact participating educational institutions at least twice annually to verify student enrollment, attendance, and academic standing.

b. The office to which a student is assigned will provide a performance appraisal at the completion of each assignment.

7. *Appointments.* Participants in the Agency's Undergraduate Scholar Program will be given staff reserve appointment. They will be full-time CIA employees.

8. *Conditions of Employment.* Conditions and regulations applicable to Agency employees generally apply to the Undergraduate Scholar Program employee.

9. *Compensation Schedule.* Participants in the Undergraduate Scholar Program will be hired as follows:

Freshman students	hired at GS-02/1
Sophomore students	hired as GS-02/3
Junior students	hired as GS-02/5
Senior students	hired as GS-02/7

Participants will be promoted two in-step levels annually, based on satisfactory course work and job performance.

After graduation, participants will be eligible for promotion to a general professional entry grade level not lower than a GS-07. An Undergraduate Scholar will earn one year's work experience credit for their summer employment with the Agency. This one year period of credit will be considered in computing their salary upon completion of their undergraduate degree and joining the Agency as a permanent/full time employee.